SAMP Process

DEFINITION

- A **SAMP** is an integrated document which describes a program's acquisition and management strategy

STRATEGIC-LEVEL DOCUMENT

- A SAMP describes acquisition and program management strategy at a top level of detail
- Implementation of specific details are left to the PM, who has responsibility for successful execution of the program
- "Centralized control" is maintained by the SAMP approval authority
- Execution of the program is "decentralized" to the PM

SINGLE DOCUMENT

- Acquisition documents traditionally written in the past can be combined into a SAMP
- Documents which should be incorporated into a SAMP include:
  - Acquisition Plan
  - Acquisition Strategy Report
  - Cooperative Opportunities Document
  - Acquisition Program Baseline
- Standalone documents which can be referenced in a SAMP include:
  - Test and Evaluation Master Plan
  - Regulatory Contractual Documents --(see list)
  - Analysis of Alternatives
  - Cost Analysis Requirements Description
  - Mission Need Statement
  - Operational Requirements Document
  - System Threat Analysis Report
  - Program Life Cycle Cost Estimate
- It is appropriate to summarize the salient features of referenced documents in the body of a SAMP

APPLICABLE BEFORE & AFTER CONTRACT AWARD

- Like some traditional acquisition documents (e.g. AP, ASR), a SAMP describes the acquisition strategy to be implemented by contract award
- A SAMP is also a forward-looking document which describes how the program will be managed after contract award (program management strategy)
- By describing the acquisition and program management strategy at a strategic level, a SAMP serves as a "contract" between upper management and the PM, providing the broad guidelines under which the Program Manager executes the program

SAMP REQUIREMENT

- SAMPs are required for ACAT I and II programs
- SAMPs are optional for all other programs
- SAMPs are prepared as a result of either of two events:
  - The request of the MDA (e.g., to support a milestone decision)
  - A major change in acquisition or program management strategy

APPROVAL AUTHORITIES

- PMs and the PEO or DAC approve all SAMPs
- In addition, SAF/AQ approves ACAT I and II SAMPs (SAF/AQ can also approve ACAT III SAMPs when the SAMP replaces a traditional Acquisition Plan which, if prepared, would have exceeded the threshold for SPE approval and SAF/AQCS determines that SAF/AQ approval is needed--see the SAMP Guide on the SAF/AQ Home Page for additional information)
- If information is incorporated into a SAMP which requires approval from someone other than the normal SAMP approval authorities, that person may also need to approve the SAMP
- The acquisition strategy documented in the SAMP is approved at the OSD level for programs designated as ACAT ID or IA
  - OUSD(A&T) approves the acquisition strategy in SAMPs for ACAT ID programs
  - OASD/C3I approves the acquisition strategy in SAMPs for ACAT IA programs
- SAMPs are generally approved prior to solicitation release

SINGLE PROGRAM SAMP

- The Program Manager must decide whether to prepare a single program SAMP or separate SAMPs for each distinct, individual portion of a program (e.g., a single SAMP for all FMS buys of an aircraft, even when individual FMS buys occur over a period of time of several years, or an individual SAMP for each FMS buy)
- A single program SAMP is preferred because it eliminates the need to process a SAMP for each distinct, individual procurement prior to that acquisition

---

SAMP Working Group

- Multifunctional team develops a SAMP
- SAMP Working Group comprised of
  - Overarching IPT
  - Working-level IPT
  - Program IPT
- WIPT & OIPT members can be included in strategy planning and Initial SAMP writing, at the discretion of the PM

Program IPT
- Program IPT plans strategy, briefs ASP, and writes Initial SAMP

Overarching IPT (OIPT)
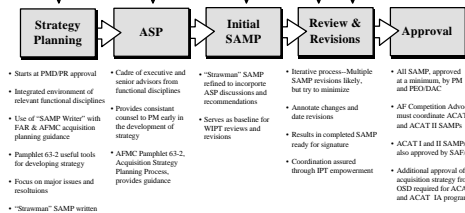- Resolves open issues from WIPT and ensures SAMP is ready for approval

Working-level IPT(WIPT)
- Reviews Initial SAMP, identifies issues, and works with Program IPT to make revisions to Initial SAMP

SAMP Development Process

Strategy Planning	ASP	Initial SAMP	Review & Revisions	Approval
• Starts at PMD/PR approval	• Cadre of executive and senior advisors from functional disciplines	• "Strawman" SAMP refined to incorporate ASP discussions and recommendations	• Iterative process--Multiple SAMP revisions likely, but try to minimize	• All SAMP, approved at a minimum, by PM and PEO/DAC
• Integrated environment of relevant functional disciplines	• Provides consistant counsel to PM early in the development of strategy	• Serves as baseline for WIPT reviews and revisions	• Annotate changes and date revisions	• AF Competition Advocate must coordinate ACAT I and ACAT II SAMPs
• Use of "SAMP Writer" with FAR & AFMC acquisition planning guidance	• AFMC Pamphlet 63-2, Acquisition Strategy Planning Process, provides guidance		• Results in completed SAMP ready for signature	• ACAT I and II SAMPs are also approved by SAF/AQ
• Pamphlet 63-2 useful tools for developing strategy			• Coordination assured through IPT empowerment	• Additional approval of acquisition strategy from OSD required for ACAT ID and ACAT IA programs
• Focus on major issues and resolutions				
• "Strawman" SAMP written				

IPT APPROACH

- A multifunctional team, the SAMP Working Group, develops a SAMP
- SAMP Working Group membership is determined by the Program Manager and is normally comprised of the Program IPT, WIPT, and possibly representatives from an OIPT
- Typically the Program IPT writes the Initial (first version) SAMP
  - The Program IPT is comprised of members (representing all applicable functional disciplines) of the program office
- The WIPT reviews the Initial SAMP, identifies issues, and revises the SAMP
  - The WIPT is comprised of the Program IPT and outside representatives from the using MAJCOM/DR, contracting, comptroller, legal, engineering, RFPSO, environmental management, security police, the cognizant test organization, and other services for joint programs
  - The level of outside representatives normally depends on the highest approval level of the SAMP (e.g., center-level outside representatives when highest approval level is the DAC)
  - Secretariat and Air Staff representatives from the following offices will be represented on WIPTs for SAMPs approved by SAF/AQ: PEO, MAD (the PEM), SAF/AQCS, SAF/FM, AF/IL, and SAF/GCQ
  - OSD offices will be represented on WIPTs for SAMPs approved at the OSD level (the PM and the OIPT leader determine OSD WIPT membership)
- A SAMP may be revised several times before it is completed as WIPT issues are worked
  - Each revision should be dated, with changes from the previous version clearly annotated
  - The Program Manager should attempt to minimize the number of revisions
  - Issues not resolved by the WIPT are referred to the OIPT (or SAMP approval authority when an OIPT is not convened) for disposition
- The OIPT settles any unresolved WIPT issues and ensures the SAMP is ready for approval (if an OIPT is not used, the WIPT ensures the SAMP is ready for approval)
  - An OIPT is used for ACAT ID and IA SAMPs
  - The MDA determines the OIPT leader
  - The OIPT leader determines the OIPT members (members are typically senior OSD function representatives and the Service Acquisition Executive)
  - The OIPT is briefed by the WIPT leader (PM) on the acquisition and program management strategy and outstanding WIPT issues
  - The OIPT can raise additional issues of its own
  - The OIPT determines when the SAMP is ready for MDA approval
  - Any issues which cannot be resolved by the OIPT are referred to the MDA

PROCESSING ACAT I & II SAMPs

- The Initial SAMP is submitted electronically to SAF/AQCS
- SAF/AQCS tracks the SAMP's status from the time of submittal until final approval
- Upon receipt, SAF/AQCS provides a copy of the Initial SAMP to:
  - The PEO-AO if the SAMP is for a PEO program
  - The PEM if the SAMP is not for a PEO program
- The PEO-AO or PEM assists the Program Manager in organizing and managing the WIPT
- Upon conclusion of the WIPT and, if used, OIPT process, the PEO-AO or PEM submits the competed SAMP to SAF/AQCS
- The completed SAMP contains revisions reflecting resolution of WIPT and OIPT issues and is signed by the Program Manager and PEO or DAC
- The completed SAMP is submitted for approval under a staff summary sheet which:
  - Is signed by the SAMP Working Group leader
  - Summarizes key issues raised by the WIPT/OIPT and their resolutions
  - Identifies the offices that participated on the SAMP Working Group
- The SAMP Working Group leader's signature on the staff summary sheet signifies that the offices which participated on the SAMP Working Group concur with the SAMP's content, unless otherwise designated (in other words, coordination from offices that participated on the SAMP Working Group is assumed through the empowerment of the Working Group members)
- The Air Force Competition Advocate General must coordinate on all SAMPs requiring SAF/AQ approval
  - SAF/AQCS will obtain the Air Force Competition Advocate General's coordination
  - SAF/AQCS will submit completed SAMP to SAF/AQ for approval
- SAF/AQCS will return the SAMP to the PEO-AO or PEM upon SAF/AQ approval
- The PEO-AO or PEM will return the approved SAMP to the Program Manager or submit it to OSD for additional approval, if required
- OSD coordination procedures for ACAT ID and IA SAMPs are determined by the OIPT leader

---

SAMP CONTENT

- SAMP content is determined by the SAMP Working Group, OIPT, and approval authorities
- SAMPs generally include strategic information traditionally contained in acquisition documents
- A SAMP Guide is located on the SAF/AQ Home Page for assistance when planning for and preparing a SAMP
  - Website address -- http://www.safaq.hq.af.mil/acq_ref/bolts/bolt7/
- A "SAMP Writer" is also available for guidance when writing a SAMP
  - Located along with the SAMP Guide on the SAF/AQ Home Page
  - Q&A format which can be followed to draft an Initial SAMP
  - Content of the SAMP Writer can be tailored to fit a specific program

SAMP UPDATES

- SAMPs are updated when there is a significant change in acquisition or program management strategy or when requested by a SAMP approval authority
- Updates may range from a few changed pages to a complete rewrite, depending on the nature of the update
- The updating process is similar to the process for developing the initial SAMP, but can be modified based on the nature of update
- WIPT and OIPT membership and approvals may be tailored from the original SAMP process based on the nature of the update

RCAs

- Regulatory Contracting Approvals are additional approvals, often dictated by statute
- RCAs may be attached to the SAMP at the PMs discretion and processed concurrently with the SAMP for approval
- RCAs have significance as standalone documents and therefore may not be incorporated into the body of a SAMP, but can be referenced and summarized in the SAMP
- RCAs include:
  - Warranty Waivers
  - Indemnification Requests
  - Special Termination Cost Clause Approvals
  - Source Selection Delegation Requests
  - Source Selection Plans
  - Multiyear Savings Validations and Award Notifications
  - Non-Spares Voluntary Refund Requests
  - Second Sourcing Plans and Waivers
  - Organizational Conflict of Interest Waivers
  - Fixed Price Determinations
  - Justification and Approvals

ACRONYMS

ACAT	Acquisition Category
AP	Acquisition Plan
ASC	Aeronautical Systems Center
ASD/C3I	Assistant Secretary of Defense (Command, Control, Communications, and Intelligence)
ASP	Acquisition Strategy Panel
CC	Commander
DAC	Defense Acquisition Commander
IPT	Integrated Process Team
MAD	Mission Area Director
MDA	Milestone Decision Authority
OIPT	Overarching Integrated Process Team
OSD	Office of the Secretary of Defense
OUSD(A&T)	Office of the Under Secretary of Defense (Acquisition & Technology)
PEM	Program Element Monitor
PEO	Program Executive Officer
PEO-AO	PEO Action Officer
PIPT	Program Integrated Process Team
PM	Program Manager
RCA	Regulatory Contracting Document
RFPSO	Request for Proposal Support Organization
SAMP	Single Acquisition Management Plan
SPE	Senior Procurement Executive
SM	Single Manager
TEMP	Test Evaluation and Management Plan
WIPT	Working-Level Integrated Process Team